



MEMORANDUM

Supplement to
Agenda Item 7(J)1a

TO: Honorable Chairperson Barbara Carey-Shuler, Ed.D. DATE: **February 3, 2004**
and Members, Board of County Commissioners

FROM: 
County Manager

SUBJECT: Request to Advertise for
Selection of one Program
Management Consultant for the
Implementation of the People's
Transportation Plan

The Transportation Committee approved this item on January 15, 2004. At the Transportation Committee meeting various issues were raised and discussed. Miami-Dade Transit (MDT) has prepared this supplemental memo to be included as part of the Manager's memo dated January 15, 2004 to address the issues raised. Also included are a draft Notice to Professional Consultants (NTPC) which is also known by some as a Request For Proposals, a copy of MDT's Business Plan, that portion of Public Works' Business Plan that includes People's Transportation Plan (PTP) projects and two charts: a Planning and Development Table of Organization and a Responsibility Matrix.

Item 1 – Potential Duplication of Efforts between MDT Staff and PMC

There will be no duplication between the work of MDT staff and the Program Management Consultant (PMC). The PMC will function as specialized support staff to MDT and those other County departments engaged in PTP project work. The County does not employ the many construction, engineering, planning and other specialists in the numbers that are required to implement the capital projects in the People's Transportation Plan (PTP). In many cases, it is more efficient to hire consultants to expedite the work. The PMC will function as an extension of County staff, thereby reducing the number of additional permanent County employees required. The PMC will support MDT staff in all program management functions necessary to ensure that the PTP projects are completed on time and within budget. PMC personnel will be available to the County based on specific work authorizations dictated by the amount of work required. The County will manage the PMC and all PTP projects. MDT staff will be responsible for implementing all policy decisions made by the Board regarding the implementation of all PTP projects and will supervise the PMC in their performance of specific duties. MDT will employ sufficient County staff to monitor and control the PMC's activities. MDT will be the managing agency for this contract.

The PMC will prepare a yearly work plan to be reviewed and approved by MDT staff and presented to the Board and Citizens' Independent Transportation Trust (CITT). This work plan will include authorized tasks, staffing, fees and deliverables with specific timetables for completion. MDT will define scopes of work for all PMC assigned tasks, negotiate the cost of these assigned tasks and supervise the PMC during the performance of these tasks and will review and approve the PMC work product when completed. The PMC will also provide assistance to MDT and other County staff in the coordination and oversight of all Design Consultants and Construction Management Consultants (CE&I) for all PTP Projects.

Item 2 – Scope of Services

If and when requested by MDT, the PMC support services may include, but not necessarily be limited to:

1. Short and long-range transit and transportation planning

Assist in the preparation of feasibility studies for future transit projects. The PMC will evaluate alignments and technologies and recommend the most effective solution to MDT for its review and approval. The studies may include preparation of conceptual designs, traffic impacts, capital costs and operating costs necessary to assist MDT in determining whether or not to proceed with the subject project.

2. Facilities planning

Develop solutions to operational problems by recommending facility configuration and locations. The PMC will develop facility conceptual designs for MDT's review and approval.

3. Project programming

Develop project scopes-of-work, budget and schedules for future transit projects and facilities subject to MDT's review and approval.

4. Traffic congestion Studies

Perform or oversee the performance by others of transit and highways operational studies to speed up traffic and relieve congestion.

5. Oversight of Alternatives Analysis (AA) and Major Investment Studies (MIS)

Provide oversight of AA/MIS services performed by others and will have the ability, if requested by MDT, to perform portions of AA/MIS.

6. Design oversight (Criteria and Standards)

Oversight of design and systems consultants. Review the technical standards for all design documents to be produced by other design consultants throughout the program. Conduct reviews of environmental impact statements, preliminary engineering design and the ability to construct, bid, operate, and maintain the project including formal constructability reviews, value engineering, and make recommendations as appropriate. These design reviews will eliminate/reduce change orders during construction. Establish and manage scope control procedures. Establish and manage criteria to evaluate design alternatives. Recommend cost-effective alternatives to MDT. Enforce the implementation of the MDT design criteria.

7. Oversight of Engineering and Inspection Consultants:

Oversight of Construction, Engineering and Inspection (CE&I) and Construction Management consultants. Among the activities are oversight of resident engineering services, inspection services, scheduling and budget control.

8. Quality assurance oversight

Implement a Quality Assurance and Quality Control Plan for the People's Transportation Plan projects. The Quality Assurance (QA)/Quality Control (QC) plan will provide a systematic approach to address all Quality Assurance elements, including management responsibilities, document quality system, configuration management, design control, document control, purchasing, process control, inspection and testing, training and corrective actions. Perform QA Audits as required of all project participants in accordance with FTA requirements.

9. Design criteria and standards

Review and revise, as required, existing design criteria, standard and directive drawings and construction specifications to comply with latest codes and regulations.

10. Safety certification

Develop and implement the safety certification program and the system safety program plan for the different projects included in the PTP as required by State and Federal agencies.

11. Value engineering

Coordinate with other Consultants performing the various designs. Perform value engineering in accordance with FTA and County requirements. Assist MDT in deciding which value-engineering measures identified during the Value Engineering process to incorporate.

12. Project Control

Develop and maintain a Master Program Schedule using Primavera Project Planner. This schedule will integrate all project activities, such as environmental efforts, preliminary engineering, design, construction, property acquisition, etc. The Master Program Schedule will also provide a summary level focus on program and project milestones and interface points. The master schedule shall be linked to detailed schedules prepared by other contractors.

Cost Control Management System (funding sources, cash flow, cash flow projections, budgets, and payment control). The PMC will develop and maintain a cost control system to trace and forecast costs to ensure budget adherence. Update the Pro forma as required.

13. Contract Administration

Provide MDT support services in the selection of design consultants and contractors. Assist MDT in the preparation of contracts, contract modifications, change orders, amendments, etc, for the other project consultants and contractors. Recommend innovative contracting methods when appropriate, i.e., design/build, incentives, etc. Assist MDT with the preparation of the non-technical specifications, including selection criteria, and assist the MDT during the bid and award cycle. Assist MDT in the development of scopes-of-work for all contracts.

14. Estimating

Prepare control estimates for all consultant selections and validate independent construction and project level estimates for design submissions. Develop estimated cost of proposed rail extensions and other projects to comply with Pro forma. Perform cost and price analysis in accordance with FTA requirements.

15. Right of way acquisition and relocation activities

Assist MDT staff in all the coordination with other County Departments in the successful completion of Right of Way Engineering, Real Estate Acquisition and Residence/Business relocation activities. Ability to provide R/W acquisition services as required.

16. Utility relocations

Assist MDT staff in all the coordination with Utility Agencies in the successful completion of utility relocations.

17. Diverse technical and engineering skills

Perform miscellaneous engineering services in support of the PTP as directed and authorized by MDT.

18. Bus Route Planning

Perform bus route planning as required.

19. Operational and Maintenance Planning

Perform analysis of existing system to recommend optimum operational options. Study integration of future extensions with existing system and recommend solutions to operational and maintenance issues.

20. Project Management Plans

Prepare and maintain project management plans (PMP) for all projects in accordance with FTA requirements.

21. Configuration Management and Document Control

Establish a configuration management system to ensure that only the final versions of plans are incorporated into the work. Maintain a computerized document control system. Establish CAD standards for the PTP compatible with County Information Technology standards and protocols. Ensure that as-built drawings are prepared for each project and that they are stored using methods approved by MDT.

22. Claims Administration

Review and analyze all contractor claims to assist MDT in the timely resolution of same and will make recommendations on issues of design errors and omissions. The PMC will provide expert testimony as required.

23. Preparation of New Starts Report

May be required, with assistance from MDT, to prepare the 5309 New Starts Report on the transit element of the LPA. Technical assistance shall include but not be limited to the following tasks:

- Calculate and assemble Mobility Improvement data;
- Calculate and assemble Environmental Benefits data;
- Calculate and report Operating Efficiency data;
- Calculate and report Cost Effectiveness;
- Calculate and report User Benefits data;
- Describe, calculate, and report Transportation Supportive Land Use and Future Patterns, and other documentation as necessary.

The Consultant may be authorized to update the New Starts Report yearly or as required by FTA regulations to maintain the project in a nationally competitive range until the execution of a Full Funding Grant Agreement with FTA.

24. Full Funding Grant Agreement (FFGA)

May be required to assist MDT in the negotiations of Full Funding Grant Agreements with FTA.

Item 3 - Funding Source Discrepancy:

Based on current available funding, we estimate that for the first 18 to 24 months, specific work orders under this contract will be funded with federal formula funding (5307). Future work authorizations will be funded from multiple sources based on available funding at that time. Every effort will be made to make maximum use of federal matching dollars. Any work orders paid with PTP funds will require CITT approval. All uses of funds will be consistent with the latest Pro forma.

Item 4 - DBE Goal

The DBE goal set for this contract is 25%.

Item 5 – Consultant Selection Process

The PMC will be selected through a “qualifications based” selection as prescribed by Florida law. Once the request to advertise is approved by the Board, a “Notice to Professional Consultants” (NTPC) is advertised in local newspapers and the County web site to inform consultants of the pending solicitation for services. This procurement method excludes price as a consideration during the selection process. Price is later negotiated with the most qualified team as selected by a selection committee and approved by the County Manager. However, because of the nature of this contract, which is highly dependent on the number of projects being funded at any particular time, the contract will be a non-exclusive contract with no minimum guarantee.

Item 6 – Draft RFP (NTPC)

The Transportation Committee expressed the desire to see the draft RFP (NTPC) prior to having the entire Board vote on this item (see attached draft NTPC).

Item 7 - Future Contracting Opportunities

The PMC contract is but one of the many contracts that will be issued as part of the PTP. The PMC will help the MDT staff manage the other contracts. By way of example, on the 27th Avenue Corridor Project, there is a planning consultant finishing the Environmental Impact Statement, there will perhaps be three final design consultant teams, a “systems” consultant that will design the electrification and train control systems, at least three construction contractors, an inspection consultant, and other miscellaneous consultants and contractors. Each corridor project could have similar or greater number of opportunities for contracting depending on the length of the corridor.

Item 8 – Contracting Opportunities for Mid-size firms

The Transportation Committee has requested that opportunities be created for firms that have graduated from the County’s CSBE and CBE programs. While the participation of Federal dollars to fund PTP projects prohibit the County from creating specific local programs, every effort will be made to divide the work packages into smaller, yet efficient, packages to create such opportunities. The creation of multiple work packages, whenever feasible, will create more opportunities for mid-sized firms to join teams with larger and smaller firms.

Item 9– Business Model

As requested at the Transportation Committee meeting of January 15, 2004, attached is MDT's Business Plan and that portion of Public Works' Business Plan that includes People's Transportation Plan (PTP).

Program Management

As you are aware, during the summer of 2003, the Office of Performance Improvement with the help of the University of South Florida's Center for Urban Transportation Research (CUTR) performed a nationwide survey of various transit properties to determine how major transit programs are managed. This was done to assist the County Manager in selecting the best *business model, program management model and pro forma* service expansion plan. The subject study looked at several program management models ranging from the County as the program management to a private firm as the program management with little County oversight. The model recommended consists of a blend of private program management with significant County staff oversight and involvement.

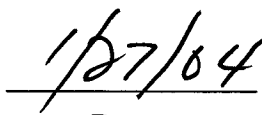
As a result, authorization is being requested to advertise for the selection of one Program Management Consultant (PMC). County staff will supervise the PMC. The PMC will just be an extension of the County staff. The County staff will review and approve PMC staffing, salaries and work order assignments. The PMC would assist the County in managing all other consultants and will provide needed continuity in key areas of project controls, planning and design oversight and criteria development.

The attached Planning and Development Table of Organization and the Responsibility Matrix depict the proposed management model of the PMC and the design consultants. More detailed scopes-of-work will be developed as part of the selection process for each consultant. Major Investment Studies (MIS) and Alternatives Analysis (AA) of corridors as well as DEIS, FEIS, final design and inspection services will be performed by corridor-specific selected A/E consultants, under the oversight of the PMC and County staff.

The Program Management Consultant (PMC) contract is professional services. Therefore, consistent with applicable federal regulations and County Codes, Section 2-10.4 and 2-8.5, in the evaluation and ranking of proposals, local preference is allowed. Specifically, if two firms, one local (defined as a proposer with a valid occupational license issued by Miami-Dade County at least one year prior to bid and has a physical business address located within the limits of Miami-Dade County) and one non-local are within 5% of each other's ranking, the local firm will proceed to negotiations with the County. The local preference is only applicable to the Prime firm.



Surface Transportation Manager



Date

**MIAMI-DADE COUNTY, FLORIDA
NOTICE TO PROFESSIONAL CONSULTANTS
MIAMI-DADE COUNTY TRANSIT DEPARTMENT
PROGRAM MANAGEMENT CONSULTING SERVICES FOR THE PEOPLE'S
TRANSPORTATION PLAN (PMC)
CICC PROJECT NO. E03-MDT-01**

The County Manager, Miami-Dade County (County), pursuant to Chapter 287.055, Florida Statutes, and Chapter 2, Section 2-10.4 of the Miami-Dade County Code as amended by Ordinance 01-105 and Administrative Order 3-39, announces that professional architectural and engineering (A/E) services will be required for a Program Management Consultant for the Miami-Dade Transit Department (MDT). The PMC non-exclusive professional services agreement is with no minimum guarantee. Proposers are advised that all negotiated multipliers will be based on overhead rates established in recent government audits. In the event small firms on the team do not have recent government audits, an overhead schedule prepared and sealed by a Certified Public Accountant (CPA) will be allowed.

MINIMUM REQUIREMENTS

Proposers are advised of the following minimum consultant requirements:

Miami-Dade County, through the Miami-Dade Transit Department, requires the services of an experienced, "cutting edge" consultant to provide Program Management Consulting Services for the implementation of the People's Transportation Plan (PTP).

- The Prime Consultant must show that they have been a PMC or general consultant on Federal Transit Administration (FTA) funded projects within the last five years. Include specific reference(s) for verification.
- The team must show that they have prepared a Program Management Plan (PMP) approved by the FTA within the last three years.
- The Prime Consultant must identify in the organizational chart submitted with their proposal, which firm possesses experience in each scope element, and shall further identify projects where this experience was gained including transit agency contact names and telephone numbers to allow verification of experience.

ISSUES RELATED TO PROFESSIONAL RELATIONSHIPS

- A. Prime and subconsultants selected for the E03-MDT-02, Planning and Preliminary Engineering Consulting Services for the East/West Rail Corridor Project, will not be allowed to participate on this Program Management Consulting Services for the People's Transportation Plan, (PMC) CICC Project No. E03-MDT-01.
- B. Prime Consultants must identify whether they or any of their sub-consultants, or members have participated in assisting MDT in the preparation of the control estimate, for the Program Management Consultant. Please note that any firms having performed said task cannot be considered for this solicitation.
- C. Prime Consultants must identify whether they or any of their sub-consultants, or team members are providing

or will provide services as the Project Management Oversight Consultant (PMOC) for FTA, on any MDT Project. Any proposer involved in this relationship wishing to participate in this solicitation shall do the following:

1. Disclose the professional relationship in the proposal cover letter, and
2. Agree in the proposal cover letter to eliminate the offending relationship with FTA, to the extent allowed by law or contract, before this contract is awarded by Miami-Dade County.

TABLE OF CONTENTS

DIVISION 1.0 PROCEDURES AND SCOPE OF SERVICES.....		2
1.1	Definitions	1.8 NTPC Availability
1.2	Scope of Services	1.9 Applicable Legislation
1.3	Teaming Restrictions	1.10 Cone of Silence
1.4	Pre-Qualification Requirements	1.11 Local Preference
1.5	A/E Technical Certification Requirements	1.12 Confidential Information
1.6	Contract Measure(s)	1.13 Conflict of Interest
1.7	Schedule	
 DIVISION 2.0 PROPOSAL REQUIREMENTS.....		 14
2.1	Format and Contents	
	Section-1 Table of Organization (Form 1)	
	Section-2 Relevant Experience/References Forms (2A, 2B and 2C)	
	Section-3 Local Business Preference Affidavit (Form 3)	
	Section-4 Acknowledgment of Addenda (Form 4)	
	Section-5 Registered Lobbyist (Form 5)	
	Exhibit "A" Work History Disclosure and Supplement Forms	
	Exhibit "B" Disadvantage Business Enterprise (DBE) Participation Provisions Package	
	Exhibit "C" Federal Requirements and Provisions	
2.2	Submittal Requirements	
2.3	Postponement/Cancellation	
2.4	Costs Incurred by Proposers	
 DIVISION 3.0 EVALUATION/SELECTION PROCESS.....		 17
3.1	Introduction	
3.2	Selection Process	
3.3	Proposal Evaluation	

DIVISION 1.0 PROCEDURES AND SCOPE OF SERVICES

1.1 DEFINITIONS

The following definitions, as well as additional terms necessary for understanding the provisions of this solicitation

are defined in Administrative Order 3-39, which may be obtained on the Internet at www.miamidade.gov, or from the Clerk of the Board, refer to Division 2.2 for location.

- a) **A/E** means architectural and engineering.
- b) **CICC** means the Miami-Dade County Office of Capital Improvements Construction Coordination.
- c) **Competitive Selection Committee** or **CSC** as defined in Section 2-10.4 (5) of the Code, shall be the committee appointed by the County Manager to evaluate qualifications and performance of the firms requesting consideration for the specific project and select the most qualified firm (s) to perform the services.
- d) **Consultant** means the respondent that receives an award of a Contract from the County as a result of this solicitation, which is also to be known as “Prime Consultant”.
- e) **Contract** is synonymous with the term “Agreement”, an Agreement refers to the Professional Services Agreement (PSA).
- f) **Multiple Projects Contract** is a contract for a “project” which constitutes a grouping of minor or substantially similar construction, rehabilitation or renovation activities as defined in Section 2-10.4(1)(e)(1) and (2), Code of Miami-Dade County.
- g) **Non-Responsive** means a proposer who in the County’s sole discretion, has not complied with all of the material requirements outlined in the solicitation, as applicable, and may not be considered for contract award.
- h) **NTPC** means Notice to Professional Consultants, and denotes a document soliciting professional services which contains a description of the scope of services, technical certification requirements, contract measures established for the subject project, data sheets (forms to be completed and submitted as part of the proposal), and submission dates.
- i) **Pre-Qualification Certification** means an annual certification process required of all firms providing architectural, engineering, landscape architectural, land surveying and mapping professional services, for firms serving as prime consultant or sub-consultant, pursuant to Miami-Dade County professional services agreements. Pre-Qualification Certification is the consolidation of the various certification processes into one streamlined process and includes, but may not be limited to, technical certification, affirmative action plan verification, vendor registration and execution of the basic Miami-Dade County affidavits, as applicable. The pre-qualification certification program is administered by the Department of Business Development (DBD). Pre-Qualification approval is granted to firms who have received approval from DBD on all the required certification processes outlined above.
- j) **Responsive** means a proposer who in the County’s sole discretion, has complied with all of the requirements outlined in the solicitation, as applicable.
- k) **Project Specific Contract** is a contract for professional services for work of a specified nature, study or

planning activity, as defined in Section 2-10.4(1)(e)(1) and (2), Code of Miami-Dade County.

- l) **Proposer**, is synonymous with the words “Submitter” or “Respondent”, means the person, firm, entity or organization submitting a response to this solicitation.

1.2 SCOPE OF SERVICES

There will be no duplication between the work of MDT staff and the Program Management Consultant (PMC). The PMC will function as specialized support staff to MDT and those other County departments engaged in PTP project work. The County does not employ the many construction, engineering, planning and other specialists in the numbers that are required to implement the capital projects in the People’s Transportation Plan (PTP). In many cases, it is more efficient to hire consultants to expedite the work. The PMC will function as an extension of County staff, thereby reducing the number of additional permanent County employees required. The PMC will support MDT staff in all program management functions necessary to ensure that the People’s Transportation Plan (PTP) projects are completed on time and within budget. PMC personnel will be available to the County based on specific work authorizations dictated by the amount of work required. The County will maintain control of the PMC and all PTP projects. MDT staff will be responsible for implementing all policy decisions made by the Board of County Commissioners (BCC) regarding the implementation of all PTP projects and will supervise the PMC in their performance of specific duties. MDT will employ sufficient County staff to monitor and control the PMC’s activities. MDT will be the managing agency for this contract.

The PMC will prepare a yearly work plan to be reviewed and approved by MDT staff and presented to the Board and Citizen’s Independent Transportation Trust (CITT). This work plan will include authorized tasks, staffing, fees and deliverables with specific timetables for completion. MDT will define scopes of work for all PMC assigned tasks, negotiate the cost of these assigned tasks and supervise the PMC during the performance of these tasks and will review and approve the PMC work product when completed. The PMC will also provide assistance to MDT staff in the coordination and oversight of all Design Consultants and Construction Management Consultants (CE&I) for all PTP Projects.

If and when requested by MDT, the PMC support services may include, but not necessarily be limited to:

Short and long-range transit and transportation planning:

The PMC will assist in the preparation of feasibility studies for future transit projects. The PMC will evaluate alignments and technologies and recommend the most effective solution to MDT for its review and approval. The studies may include preparation of conceptual designs, traffic impacts, capital costs and operating costs necessary to assist MDT in determining whether or not to proceed with the subject project.

Facilities planning:

The PMC will develop solutions to operational problems by recommending facility configuration and locations. The PMC will develop facility conceptual designs for MDT’s review and approval.

Project programming:

The PMC will develop project scopes-of-work, budget and schedules for future transit projects and facilities subject to MDT’s review and approval.

Traffic congestion Studies:

Perform or oversee the performance by others of transit and highways operational studies to speed up traffic and relieve congestion.

Oversight of Alternatives Analysis (AA) and Major Investment Studies (MIS)

The PMC shall provide oversight of AA/MIS services performed by others and will have the ability, if requested by MDT, to perform portions of AA/MIS.

Design oversight (Criteria and Standards):

Oversight of design and systems consultants. Review the technical standards for all design documents to be produced by other design consultants throughout the program. Conduct reviews of environmental impact statements, preliminary engineering design and the ability to construct, bid, operate, and maintain the project including formal constructability reviews, value engineering, and make recommendations as appropriate. These design reviews will eliminate/reduce change orders during construction. Establish and manage scope control procedures. Establish and manage criteria to evaluate design alternatives. Recommend cost-effective alternatives to MDT. Enforce the implementation of the MDT design criteria.

Oversight of Engineering and Inspection Consultants:

Oversight of Construction, Engineering and Inspection (CE&I) and Construction Management consultants. Among the activities are oversight of resident engineering services, inspection services, scheduling and budget control.

Quality assurance oversight:

Implement a Quality Assurance and Quality Control Plan for the People's Transportation Plan projects. The Quality Assurance (QA)/Quality Control (QC) plan will provide a systematic approach to address all Quality Assurance elements, including management responsibilities, document quality system, configuration management, design control, document control, purchasing, process control, inspection and testing, training and corrective actions. Perform QA Audits as required of all project participants in accordance with FTA requirements.

Design criteria and standards:

Review and revise, as required, existing design criteria, standard and directive drawings and construction specifications to comply with latest codes and regulations.

Safety certification:

Develop and implement the safety certification program and the system safety program plan for the different projects included in the PTP as required by State and Federal agencies.

Value engineering:

Coordinate with other Consultants performing the various designs. Perform value engineering in accordance with FTA and County requirements. Assist MDT in deciding which value engineering measures identified during the Value Engineering process to incorporate.

Project Control:

Develop and maintain a Master Program Schedule using Primavera Project Planner. This schedule will integrate all project activities, such as environmental efforts, preliminary engineering, design, construction, property acquisition, etc. The Master Program Schedule will also provide a summary level focus on program and project milestones and interface points. The master schedule shall be linked to detailed schedules prepared by other contractors.

Cost Control Management System (funding sources, cash flow, cash flow projections, budgets, and payment control). The PMC will develop and maintain a cost control system to trace and forecast costs to ensure budget adherence. Update the Pro forma as required.

Contract Administration:

Provide MDT support services in the selection of design consultants and contractors. Assist MDT in the preparation of contracts, contract modifications, change orders, amendments, etc, for the other project consultants and contractors. Recommend innovative contracting methods when appropriate, i.e., design/build, incentives, etc. Assist MDT with the preparation of the non-technical specifications, including selection criteria, and assist the MDT during the bid and award cycle. Assist MDT in the development of scopes-of-work for all contracts.

Estimating:

Prepare control estimates for all consultant selections and validate independent construction and project level

estimates for design submissions. Develop estimated cost of proposed rail extensions and other projects to comply with Pro forma. Perform cost and price analysis in accordance with FTA requirements.

Right of way acquisition and relocation activities:

Assist MDT staff in all the coordination with other County Departments in the successful completion of Right of Way Engineering, Real Estate Acquisition and Residence/Business relocation activities. Ability to provide R/W acquisition services as required.

Utility relocations:

Assist MDT staff in all the coordination with Utility Agencies in the successful completion of utility relocations.

Diverse technical and engineering skills:

Perform miscellaneous engineering services in support of the PTP as directed and authorized by MDT.

Bus Route Planning:

Perform bus route planning as required.

Operational and Maintenance Planning:

Perform analysis of existing system to recommend optimum operational options. Study integration of future extensions with existing system and recommend solutions to operational and maintenance issues.

Project Management Plans:

The PMC will prepare and maintain project management plans (PMP) for all projects in accordance with FTA requirements.

Configuration Management and Document Control:

The PMC shall establish a configuration management system to ensure that only the final versions of plans are incorporated into the work. Maintain a computerized document control system. Establish CAD standards for the PTP compatible with County Information Technology standards and protocols. Ensure that as-built drawings are prepared for each project and that they are stored using methods approved by MDT.

Claims Administration:

The PMC will review and analyze all contractor claims to assist MDT in the timely resolution of same and will make recommendations on issues of design errors and omissions. The PMC will provide expert testimony as required.

Preparation of New Starts Report:

The PMC may be required, with assistance from MDT, to prepare the 5309 New Starts Report on the transit element of the LPA. Technical assistance shall include but not be limited to the following tasks:

- Calculate and assemble Mobility Improvement data;
- Calculate and assemble Environmental Benefits data;
- Calculate and report Operating Efficiency data;
- Calculate and report Cost Effectiveness;
- Calculate and report User Benefits data;
- Describe, calculate, and report Transportation Supportive Land Use and Future Patterns; and other documentation as necessary.

The Consultant may be authorized to update the New Starts Report yearly or as required by FTA regulations to maintain the project in a nationally competitive range until the execution of a Full Funding Grant Agreement with FTA.

Full Funding Grant Agreement (FFGA):

The PMC may be required to assist MDT in the negotiations of Full Funding Grant Agreements with FTA.

1.3 TEAMING RESTRICTIONS

Respondents must select between submitting as a prime consultant or sub-consultant when responding to a specific solicitation. All affected proposals, wherein the respondent is in violation of this condition, shall not be considered.

1. Consultants electing to submit as a prime firm may only respond once to a solicitation, limited to participation on a single team. In the event of specific industry requirements, exceptions may be made by the County Manager or designee.
2. Due to the availability of firms in each of the specified A/E technical certification categories, A/E sub-consultants may only participate on three (3) teams when responding to a solicitation.
3. Due to the limited availability of firms to provide services for technical certifications 1.01, Transportation Planning-Urban Area and Regional Transportation Planning, 2.05 General Quality Engineering, 2.06 Mass Transit Safety Certification For Systems Elements, 3.12 Underwater Engineering Inspection, 9.04 Non-Destructive Testing and Inspections, 9.05 Roof Testing and Consulting, 9.06 Materials and Testing/Consulting/Training, 10.08 Pathogen and Contaminant Risk Analysis, 15.01 Land Surveying, 15.02 Aerial Photogrammetry, 19.01 Transportation Planning, 19.02 Mass Transit Systems, 19.08 Telecommunication Systems, 19.09 Soils Foundations Materials Testing, 19.10 Environmental Engineering, 19.11 General Structural Engineering, 19.12 General Mechanical Engineering, 19.13 General Electrical Engineering, 19.14 Architecture, and 19.20 Landscape Architecture, sub-consultants may participate on more than three (3) teams for these categories of services.

Please be advised that in the event a prime firm or sub-consultant fails to adhere to the restrictions stated herein and participates in more than the outlined maximums, then all affected proposals shall be found non-responsive.

1.4 PRE-QUALIFICATION REQUIREMENTS

All firms and/or individual consultants properly licensed to provide engineering, architectural, landscape architectural, land surveying and, mapping services, (A/E) regardless of their individual assignments in connection with this project, and responding to this solicitation must have filed with the Department of Business Development (DBD) a pre-qualification package and have approved pre-qualification status from DBD, in accordance with Chapter 2, Section 2-10.4 and Administrative Order 3-39 of Miami-Dade County, by the response deadline of this solicitation. Firms and/or individual consultants are required to maintain active pre-qualification status at the time of submittal to this "Notice to Professional Consultants", at time of award, and throughout the duration of the contract.

Interested A/E firms **MUST** secure the required pre-qualification certification which includes, but may not be limited to technical certification, affirmative action plan verification, vendor registration and execution of the basic Miami-Dade County affidavits, as applicable prior to the submittal date.

PLEASE VERIFY EACH TEAM MEMBER PROVIDING A/E SERVICES HAS AN APPROVED PRE-QUALIFICATION CERTIFICATION PRIOR TO THE RESPONSE DEADLINE.

1.5 A/E TECHNICAL CERTIFICATION REQUIREMENTS

- 1.02 - Mass and Rapid Transit Planning (PRIME)**
- 2.01 - Mass Transit Program (System) Management (PRIME)**
- 2.02 - Mass Transit Feasibility & Technical Studies (PRIME)**

Transportation Planning

- 1.01 Urban Area and Regional Transportation Planning

Mass Transit Systems

- 2.03 Mass Transit Vehicle Studies & Propulsion Studies
- 2.04 Mass Transit Controls, Communications & Information Systems
- 2.05 General Quality Engineering
- 2.06 Mass Transit Safety Certification for System Elements

Highway Systems

- 3.01 Site Development and Parking Lot Design
- 3.02 Highway Design
- 3.03 Bridge Design
- 3.04 Traffic Engineering Studies
- 3.05 Traffic Counts
- 3.06 Traffic Calming
- 3.07 Traffic Signal Timing
- 3.08 Intelligent Transportation Systems Analysis, Design, and Implementation
- 3.09 Signing, Pavement Marking, and Channelization
- 3.10 Lighting
- 3.11 Signalization
- 3.12 Underwater Engineering Inspection

Soils, Foundations and Materials Testing

- 9.01 Drilling, Subsurface Investigations and Seismographic Services
- 9.02 Geotechnical and Materials Engineering Services
- 9.03 Concrete and Asphalt Testing Services
- 9.04 Non-Destructive Testing and Inspections
- 9.05 Roof Testing and Consulting
- 9.06 Materials Testing/Consulting/Training

Environmental Engineering

- 10.01 Stormwater Drainage Design Engineering Services**
- 10.02 Geology Services**
- 10.03 Biology Services**
- 10.04 Chemistry Services**
- 10.05 Contamination Assessment and Monitoring**
- 10.06 Remedial Action Plan Design**
- 10.07 Remedial Action Plan Implementation/Operation/Maintenance**

10.08 Pathogen and Contaminant Risk Analysis

- 11.00 General Structural Engineering
- 12.00 General Mechanical Engineering
- 13.00 General Electrical Engineering
- 14.00 Architecture

Surveying and Mapping

- 15.01 Land Surveying
- 15.02 Aerial Photogrammetry

- 16.00 General Civil Engineering
- 17.00 Engineering Construction Management
- 18.00 Architectural Construction Management

Value Analysis and Life-Cycle Costing

- 19.01 Transportation Planning
- 19.02 Mass Transit Systems
- 19.03 Highway Systems
- 19.08 Telecommunication Systems
- 19.09 Soils, Foundations and Materials Testing
- 19.10 Environmental Engineering
- 19.11 General Structural Engineering
- 19.12 General Mechanical Engineering
- 19.13 General Electrical Engineering
- 19.14 Architecture
- 19.16 General Civil Engineering Electrical Engineering
- 19.20 Landscape Architecture

- 21.00 Land-Use Planning
- 22.00 ADA Title II Consultant

To satisfy the technical certification requirements for the requested services, valid technical certification in all of the above-specified area(s) of work must be held by a firm responding as a sole respondent, or a team of firms. Teams of firms must designate one of its members as the “prime consultant”. The **Prime Consultant** will be held responsible for the coordination of all work and must hold technical certification in Categories 1.02 - Mass and Rapid Transit Planning, 2.01 - Mass Transit Program (System) Management and 2.02 - Mass Transit Feasibility & Technical Studies. Joint ventures shall not be allowed. Furthermore, if an individual is providing services that require technical certification by Miami-Dade County, the individual is required to have the relevant certification(s). Individuals who are not technically certified will not be “allowed” to perform work for those scopes of work requiring technical certification. Additionally, firms that list other areas of work as supplements to the required technical certifications must also be certified for those supplemental areas.

For questions regarding Miami-Dade County's A/E Technical Certification, that are not related to this project and

Certification Committee meeting dates, please contact Frederic Toney, Department of Business Development, (305) 375-1048.

1.6 CONTRACT MEASURE(S)

The Miami-Dade County Disadvantage Business Enterprise (DBE) contract participation provisions are as follows:

1 AGREEMENT – 25% DBE MEASURES

Proposed participating DBE firms must have a valid Miami-Dade County DBE certification by the response deadline of this solicitation. If selected, participating DBE firms must have a valid DBE certification at the time of award of the contract and throughout the contract term(s). Proposers are advised that the DBE certification process takes approximately eight weeks to complete.

All required DBE documents included in the Participation Provisions Package, of this solicitation, must be completed and submitted. Failure to submit the required documentation may render the proposal non-responsive.

1.7 SCHEDULE

The anticipated schedule for this solicitation and contract approval is as follows:

NTPC available for distribution: TBD

Pre-Submittal Project Briefing: TBD.

Location: Stephen P. Clark Center
111 NW 1st Street, 18th Floor, Conference Room
Miami, Florida

Deadline for receipt of questions: TBD (Local Time)

Deadline for receipt of proposals: TBD (Local Time)

(See Division 2.2 for location)

Consultant Coordinator: Pamela L. Paulk

Address: 111 N.W. 1st Street, Suite 1715
Miami, FL 33128-1974

Telephone: (305) 375-1109

Fax: (305) 375-1083

E-Mail: rsteele@miamidade.gov

All questions in connection with this project shall be in writing and addressed to the Consultant Coordinator, with a copy filed with the Clerk of the Board. Requests for copies of all public documents may be obtained from the above referenced Consultant Coordinator.

While attendance is not mandatory, interested parties are encouraged to attend the **Pre-Submittal Project Briefing**. This meeting provides interested parties a more detailed scope of the requested services, response requirements, and provides any necessary clarifications prior to the response deadline. Proposers are encouraged to submit any questions in writing, to the Consultant Coordinator no less than **three** (3) working days in advance of the pre-submittal project briefing date.

1.8 NTPC AVAILABILITY

A copy of the NTPC, forms and accompanying participation provisions, as applicable may be obtained at the Vendor Information Center (VIC), located at 111 NW 1st Street, Lobby Level, Suite 112, Miami, FL 33128. The phone and fax numbers respectively for the VIC are (305) 375-5773 and (305) 372-6184. A solicitation notification will be forwarded electronically to all consultants who are pre-qualified with Miami-Dade County and have included an e-mail address on their vendor registration form. It will also be e-mailed to those that have vendor enrolled. Additionally, those pre-qualified firms without an e-mail address will be faxed a solicitation notification. The NTPC and accompanying documents may be obtained online at <http://www.miamidade.gov> and click on “Business” for additional information on how to do business with Miami-Dade County.

1.9 APPLICABLE LEGISLATION

The selected consultant will be required to abide by all applicable federal, state and local laws and ordinances, as amended. Among the applicable local laws and ordinances are:

FEDERAL REQUIREMENTS

- Fly America Requirements
- Buy America Requirements
- Cargo Preference Requirements
- Seismic Safety Requirements
- Energy Conservation Requirements
- Clean Water Requirements
- Pre-Award and Post Delivery Audit Requirements
- Lobbying
- Access to Records and Reports
- Federal Changes
- Clean Air
- No Government Obligation to Third Parties
- Program Fraud and False or Fraudulent Statements and Related Acts
- Termination
- Government-wide Debarment and Suspension (Non-procurement)
- Privacy Act
- Civil Rights Requirements
- Breaches and Dispute Resolution
- Disadvantaged Business Enterprises (DBE)
- State and Local Law Disclaimer

- Incorporation of Federal Transit Administration (FTA) Terms

ORDINANCES

- **99-151--Office of the Inspector General**
Miami-Dade County has established the Office of the Inspector General, which is authorized and empowered to review past, present, and proposed County and Public Health Trust programs, contracts, transactions, accounts, records and programs. The Inspector General (IG) has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs. The Inspector General may, on a random basis, perform audits on all County contracts pursuant to Section 2-1076(c)(8) on the County Code. Notwithstanding the provision in the County Code related to the pre-payment of fees into a pool to fund IG services, on Federally funded projects, IG services will be paid by the user department based on reasonable and allowable actual expenses in accordance with Federal cost accounting principles.
- **97-215--Office of the Inspector General**
- **02-3--Cone of Silence**
- **02-38--Local Preference**
- **03-107--Ordinance Amending Section 2-11.1 (s) of the Conflict of Interest and Code of Ethics**

RESOLUTIONS

- **R-1049-93--Affirmative Action Plan Furtherance and Compliance**
- **R-385-95--Policy prohibiting contracts with firms violating the A.D.A. and other laws prohibiting discrimination on the basis of disability A.D.A. requirements, are a condition of award, as amended by Resolution R-182-00**
- **R-516-96--Independent Private Sector Inspector General (IPSIG) Services**
- **R-744-00--Requiring the continued engagement of critical personnel in contracts for professional services for the duration of the project.**
- **R-185-00--Domestic Violence Leave requirements are a condition of award**

ADMINISTRATIVE ORDERS

- **3-20--Independent Private Sector Inspector General (IPSIG) Services**
- **3-26--Ordinance amending Section 2-10.4 requiring certain agreements for Professional Architectural and Engineering Services to include Value Analysis as a part of the base scope of services.**
- **3-27--Cone of Silence**
- **3-31--Taping Procedures for all Proceedings of Selection and Negotiation Committees**
- **3-32--Community Business Enterprise Program**
- **3-34--Formation and Performance of Selection Committee**
- **3-39--Standard Process for Construction of Capital Improvements, Acquisition of Professional Services, Construction Contracting, Change Orders and Reporting**

Pursuant to Administrative Order No. 3-31, effective February 4, 2001, please be advised that videotaping proceedings of the Selection or Negotiation Committee meetings, requires fourteen (14) business days advance notification of scheduled meeting to the Office of Capital Improvements Construction Coordination. Copies of the aforementioned Ordinances and Resolutions may be obtained at the Clerk of the Board's Office refer to Division 2.2 for location.

1.10 CONE OF SILENCE

Pursuant to Section 2-11.1(t) of the Miami-Dade County Code, as amended, a "Cone of Silence" is imposed upon each RFP, RFQ or bid after advertisement and terminates at the time the County Manager issues a written recommendation to the Board of County Commissioners. The Cone of Silence **prohibits any communication** regarding RFPs, RFQs or bids between, among others:

- potential vendors, service providers, bidders, lobbyists or consultants **and** the County's professional staff including, but not limited to, the County Manager and the County Manager's staff, the Mayor, County Commissioners or their respective staffs;
- the Mayor, County Commissioners or their respective staffs **and** the County's professional staff including, but not limited to, the County Manager and the County Manager's staff;
- potential vendors, service providers, bidders, lobbyists or consultants, any member of the County's professional staff, the Mayor, County Commissioners or their respective staffs **and** any member of the respective selection committee

The provisions do not apply to, among other communications:

- oral communications with the staff of the Vendor Information Center, the responsible CICC Agent or Contracting Officer, provided the communication is limited strictly to matters of process or procedure already contained in the solicitation document;
- oral communications at pre-proposal or pre-bid conferences, oral presentations before selection committees, contract negotiations during any duly noticed public meeting, public presentations made to the Board of County Commissioners during any duly noticed public meeting; or
- communications in writing at any time unless specifically prohibited by the applicable RFP, RFQ or bid document.

Proposers or bidders must file a copy of any written communications with the Clerk of the Board, which shall be made available to any person upon request. The County shall respond in writing and file a copy with the Clerk of the Board, which shall be made available to any person upon request.

Written communications may be in the form of fax or e-mail, with a copy to the Clerk of the Board. The telephone number for the Clerk of the Board is (305) 375-5126 and fax number is (305) 375-2484 and their e-mail is clerkbcc@miamidade.gov.

In addition to any other penalties provided by law, violation of the Cone of Silence by any proposer or bidder shall render any RFP award, RFQ award or bid award void. Any person having personal knowledge of a violation of these provisions shall report such violation to the State Attorney and/or may file a complaint with Ethics Commission. Proposers or bidders should reference Section 2-11.1(t) of the Miami-Dade County Code for further clarification.

This language is only a summary of the key provisions of the Cone of Silence. Please review Miami-Dade County Administrative Order 3-27 for a complete and thorough description of the Cone of Silence.

1.11 LOCAL PREFERENCE

The evaluation and ranking of proposals is subject to Sections 2-10.4 and 2-8.5 of the Miami-Dade County Code, which, except where Federal and State law mandates to the contrary, provides that a preference be given to a local proposer. Local business means a proposer has a valid occupational license issued by Miami Dade County at least one year prior to bid or proposal submission to do business in Miami-Dade County that authorizes the business to provide the goods, services or construction to be purchased, and has a physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address. For architectural and engineering professional service solicitations, if two firms, one local and one non-local are within 5% of each other's ranking, the local firm will proceed to negotiations with the County. In the case of a two-tier evaluation process, the local preference shall also apply at the conclusion of the first-tier to allow eligible local proposers within 5% of the top ranked firms selected to advance to the second-tier evaluation to also participate in the second-tier review. Local preference is only applicable to the Prime firm. If the County extends local preferences to other Counties, those Counties will participate in local preference considerations.

1.12 CONFIDENTIAL INFORMATION

The Proposer or Bidder shall not submit any information in response to this solicitation which the Proposer or Bidder considers to be a trade secret or confidential. The submission of any information to the County in connection with this solicitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to the Bidder or Proposer. In the event that the Proposer submits information to the County in violation of this restriction, either inadvertently or intentionally, and clearly identifies that information in the bid or proposal as protected or confidential, the County shall endeavor to redact and return that information to the Bidder or Proposer as quickly as possible, and if appropriate. The County will then evaluate the balance of the bid or proposal. The redaction or return of information pursuant to this clause may render a bid or proposal non-responsive.

1.13 CONFLICT OF INTEREST

If any consultant has any questions regarding conflicts of interest, the question(s) shall be submitted by the Prime Consultant prior to the submittal date, to the Miami-Dade County Commission on Ethics and Public Trust (Ethics Commission), 19 West Flagler Street, Suite 207, Miami, FL 33130, Attn: Robert Meyers, Executive Director, for evaluation as to any possible conflicts of interest. Determinations by the Ethics Commission shall be rendered prior to the completion of the selection process and shall be deemed final. Any Prime Consultant, sub-consultants, or members found to have a conflict of interest will render the Prime Consultant's submittal non-responsive.

DIVISION 2.0 PROPOSAL REQUIREMENTS

2.1 FORMAT AND CONTENTS

Proposers should carefully follow the format and instructions outlined herein. Each proposal (original and copies), except for plans and schematics, if any, are to be submitted on 8 1/2" X 11" plain paper, individually bound. All

documents and information must be fully completed and signed as required. Each proposal shall consist of, but not limited to, the completed forms and DBE documentation. Proposals must be subdivided and tabbed, to reflect the indicated sections in sequential order. Both prime and sub-consultant forms shall be submitted together under each of the sections. **Please do not include company brochures.** All respondents are strongly encouraged to implement the utilization of recycled paper and submit double-sided printed copies of their proposals. Proposals that do not include the required documents may be deemed non-responsive and may not be considered for contract award.

Every firm or team of firms, whether a sole respondent, a prime consultant firm, or a sub-consultant firm, **MUST BE RESPONSIVE TO ALL** applicable items contained in the following sections. Proposers shall **NOT MODIFY** any of the forms provided and **MUST SUBMIT** in their proposal the completed forms listed below.

Section-1 Table of Organization (Form 1) shall be completed and submitted by the prime to include an organizational chart clearly identifying all the firms on the team and their assigned services and personnel in connection with this project along with their Miami-Dade County's Technical Certification categories, as appropriate. Provide each firm's Federal Employee Identification Number (FEIN) for the entire team. Attach full education and experience resumes of Florida registered professionals and other key individuals assigned to the proposed team.

Be advised that changes to the proposed team composition, such as adding, deleting or replacing a firm(s), or individual subconsultant(s) after the response deadline specified herein, will only be allowed at the discretion of Miami-Dade County. In no circumstances shall a change be allowed which results in a proposer gaining a competitive advantage over the other proposers.

Section-2 Prime Consultant Project Experience/References (Form 2A). The Prime consultant must submit three (3) completed Prime Consultant Relevant Project Experience/References (Form 2A) from professional references for three (3) projects performed within the last ten (10) years from the date of this submittal, which demonstrates experience similar to the requested services. Part 1 of the form is to be completed by the prime consultant and Part 2 is to be completed by the reference. Please complete all of the questions, where not applicable insert N/A.

Each sub-consultant on the team must submit one (1) completed Sub-Consultant Project Experience/References (Form 2B) from professional references for projects performed within the last ten (10) years from the date of this submittal, which demonstrates experience similar to the requested services. Part 1 of the form is to be completed by the sub-consultant and Part 2 is to be completed by the reference. Please complete all of the questions, where not applicable insert N/A.

If a firm has not performed similar projects to this solicitation, each firm is still required to submit the number of completed evaluations (Forms 2A & 2B), as indicated above for professional references.

Form 2C, Sub-Consultant Project Experience, each sub-consultant must provide on this form, at a minimum, two (2) relevant projects or references. This form may also be utilized by the prime consultant to provide additional project information relevant to past experience.

Prime and sub-consultants are advised to submit new references for each solicitation. CICC may

utilize previous references submitted on prior solicitations combined with all past performance evaluations completed by Miami-Dade County personnel within the last 3 years. Furthermore, CICC reserves the right to request alternate references, when applicable.

RESPONDENTS FAILURE TO COMPLY WITH THE REFERENCED INFORMATION REQUESTED OF OR TO DEMONSTRATE TO THE COUNTY'S SATISFACTION THEIR RECORD OF PAST PERFORMANCE, SHALL BE CONSIDERED NEGATIVELY IN THE COSULTANT'S EVALUATION UP TO AND INCLUDING THE POSSIBLE ALLOCATION OF A SCORE OF ZERO (0) FOR THE FIRST-TIER CATEGORY "PAST PERFORMANCE OF THE FIRMS", FOR THE AFFECTED TEAM. PLEASE ENSURE THAT EACH ONE OF YOUR REFERENCES HAVE BEEN ADVISED THAT THEY MAY BE CONTACTED BY CICC STAFF OR DESIGNEE TO VERIFY THE INFORMATION PROVIDED ON FORMS 2A, 2B AND 2C, AS APPLICABLE.

BE ADVISED THAT PURSUANT TO SECTION 2-11.1(P) OF THE MIAMI-DADE COUNTY CODE, COUNTY EMPLOYEES MAY NOT PROVIDE PERSONAL LETTERS OF RECOMMENDATION FOR PROFESSIONAL SERVICES FOR ANY PERSON OR FIRM FOR THE SUBJECT PROJECT.

Section-3 **Local Business Preference Affidavit (Form 3)** shall be completed and provided by the prime claiming a local office in Miami-Dade County. Proposers must complete, sign and notarize the form and attach applicable documents. Local preference is only applicable to the prime firm.

Section-4 **Acknowledgment of Addenda (Form 4)** shall be completed and submitted by the prime.

Section-5 **Lobbyist Registration (Form 5)** shall be submitted listing all members of the presentation team who will be participating in the second-tier (oral presentations) with the proposal. A revised Lobbyist Registration Form must be submitted to the Clerk of The Board five (5) days prior to the second-tier (oral presentations) if additional individuals will be speaking at the second-tier meeting. Applicable fees may be required.

Exhibit "A" **Work History Disclosure and Supplement** form, **submit only** if not provided previously on other solicitations or as part of the Equitable Distribution Program (EDP).

If your firm has not previously completed and submitted this Work History Disclosure (WHD) form for previous solicitations or the Equitable Distribution Program, you are required to submit all information related to awards and/or payments received from Miami Dade County within the last three years of the date of this solicitation. Additionally, your firm may be required to complete a work history verification process with the Department of Business Development to clarify any discrepancies in the information provided.

All payments received for Miami-Dade County projects, inclusive of privately funded, through the submittal date of this solicitation must be reported to Miami-Dade County. If your firm has previously submitted a WHD form, all subsequent payments to your firm should have been reported on utilization reports (URs). If the URs were not submitted with your invoice previously, your firm must complete and submit a UR to the Department of Business Development (DBD) prior to the submittal date of this solicitation. Please be advised that construction and A/E payments should be reported individually on the URs, as well as the WHD.

Exhibit "B" DBE Provisions Package

Exhibit "C" Federal Requirements and Provisions

THE COUNTY MANAGER MAY IMPOSE THE LOSS OF ELIGIBILITY TO PARTICIPATE IN COUNTY CONTRACTS FOR A SPECIFIED PERIOD OF TIME, NOT TO EXCEED FIVE (5) YEARS, FOR AN APPLICANT, ITS INDIVIDUAL OFFICERS, ITS SHAREHOLDERS WITH SIGNIFICANT INTERESTS, AND ITS AFFILIATED BUSINESSES FOR VIOLATIONS OF OR NON-COMPLIANCE WITH ADMINISTRATIVE ORDER 3-39, INCLUDING THE FALSIFICATION OF INFORMATION PROVIDED IN A PROPOSAL AND /OR CONSULTANT SELECTION DOCUMENTS.

2.2 SUBMITTAL REQUIREMENTS

Interested firms must submit their proposal in **SEALED ENVELOPES OR CONTAINERS**. All sealed envelopes and/or containers must clearly state on the envelope and/or container the name and number of the project, including the consultant's name, address and telephone number. Each sealed envelope or container shall include **ONE (1) ORIGINAL PROPOSAL and SEVEN (7) BOUND COPIES**.

All sealed envelopes and containers shall be delivered to the following location:

**Miami-Dade County
Clerk of the Board
Stephen P. Clark Center
111 NW 1st Street, Suite 17-202
Miami, Florida 33128
Attention: Ms. Pamela L. Paulk
Re: Project No. E03-MDT-01**

Please note that pursuant to §119.07(3)(m) of the Florida Statutes, all proposals received will become part of the public record ten (10) days after the response deadline.

To preclude a late respondent from having an advantage, economic or otherwise, over the other respondents, all submittals shall be delivered to the Clerk of the Board in Suite 17-202, not later than the response deadline. The Clerk of the Board will stamp each submittal with the date and time of receipt. This stamp shall constitute definite evidence of such date and time. Following the response deadline, all submittals received before such time shall be opened and the names of the respondents and their proposed team members shall be read aloud.

Proposals received after the first proposal has been opened will not be opened and will not be considered. The

responsibility for submitting a proposal to the Clerk of the Board on or before the stated time and date is solely and strictly the responsibility of the Proposer. Miami-Dade County is not responsible for delays caused by any mail, package or couriers service, including the U.S. mail, or caused by any other occurrence.

BE ADVISED THAT ANY AND ALL SEALED PROPOSAL ENVELOPES OR CONTAINERS RECEIVED AFTER THE SPECIFIED RESPONSE DEADLINE IN DIVISION 1.7 SHALL NOT BE CONSIDERED.

2.3 POSTPONEMENT/CANCELLATION

The County may, at its sole and absolute discretion, reject any and all, or parts of any and all proposals; re-advertise this solicitation; postpone or cancel, at any time, this solicitation process; or waive any irregularities in this solicitation or in the proposals received as a result of this solicitation.

2.4 COSTS INCURRED BY PROPOSERS

All expenses involved with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne by the Proposer(s). No payment will be made for any responses received, nor for any other effort required of or made by the Proposer(s) prior to commencement of work as defined by a contract approved by the Board of County Commissioners.

DIVISION 3.0 EVALUATION/SELECTION PROCESS

3.1 INTRODUCTION

The proposals will be evaluated by a CSC appointed by the County Manager. The Committee will be comprised of appropriate County personnel from multiple departments and members of the community, as deemed necessary, with the appropriate experience and/or knowledge, striving to ensure that the Committee is balanced with regard to both ethnicity and gender.

3.2 SELECTION PROCESS

Proposals will be evaluated based on a two-tier selection process in accordance with the guidelines established in A.O. 3-39. A summary of the evaluation process to be used in this solicitation is set forth below.

3.3 PROPOSAL EVALUATION

The CSC will evaluate responsive proposals based on the criteria listed below.

A proposer may receive the maximum points (100 points) or a portion of this score depending on the merit of its proposal, as judged by the CSC in accordance with the following criteria:

FIRST-TIER SELECTION CRITERIA

MAX. POINTS

1A. Qualifications of firms including the team members assigned to the project 50

2A.	Knowledge and past experience of similar type projects	20
3A.	Past performance of the firms	20
4A.	Amount of work awarded and paid by the County	5
5A.	Ability of team members to interface with the County	5

Criteria 4A's point value will be applied to the teams based on the amount of dollars awarded and paid to the A/E firms which are part of the proposing team.

This category will be evaluated based on the amount of total dollars awarded and paid by Miami-Dade County and all payments received for Miami-Dade County projects, inclusive of privately funded for each prime consultant and sub-consultant firm(s) on the team, for a period which includes the previous three (3) years in their entirety (January 1 – December 31) and the current year through the submittal date of a specific solicitation.

The actual net paid dollars will be calculated at 100%, for both the prime and sub-consultants on a team. The net paid dollar value of services performed as a prime consultant shall exclude the sub-consultant agreement or fees associated with the subject professional services performed.

Each team's total dollars awarded and paid shall be provided to the selection committee members for their review and evaluation. **Committee members may consider the teams' least dollar values when assigning point values from 1 (more total dollars) to 5 (less total dollars), for this category.**

<u>SECOND-TIER SELECTION CRITERIA</u>	<u>MAX POINTS</u>
--	--------------------------

1B.	Knowledge of project scope	50
2B.	Qualifications of team members assigned to the project	40
3B.	Ability to provide required services within schedule and budget	10

The CSC will determine the ranking by adding all of the evaluation scores from the criteria set forth in Division 3.3, via written ballot to the consultant coordinator. The consultant coordinator shall record the scores for each respondent and read the information into the record. At the conclusion of the first-tier selection, a minimum of three (3) of the highest ranked proposers will be short-listed, or by a majority vote, the CSC may determine the maximum number of firms to advance to the second-tier selection (oral presentations). Alternatively, the CSC may waive the second-tier selection process by a majority vote and make a final recommendation to the County Manager, that a contract be negotiated with the highest ranked responsive and responsible proposer(s), based on the first-tier criteria only.

If the CSC chooses to proceed to the second-tier, the CSC shall evaluate the short-listed proposers based on the second-tier criteria outlined in Division 3.3.

Subsequent to full consideration of local preference and tiebreakers at both the first and second-tiers, the CSC will make its final recommendation to the County Manager that a contract be negotiated with the highest ranked responsive and responsible proposer(s). The three (3) highest-ranking teams will be recommended to the County Manager, in order of preference, for his review and concurrence. Upon the County Manager's approval, the County shall enter into negotiations with the recommended proposer(s).

**GEORGE M. BURGESS
COUNTY MANAGER
MIAMI-DADE COUNTY, FLORIDA**